



City of Nashua
Central Purchasing
229 Main Street
Nashua NH 03060
603-589-3330 Fax: 603-589-3344

November 1, 2012

Request for Proposals

**Library Reference Desk Replacement
RFP0604-112012**

The Nashua Public Library is seeking proposals for the replacement of the current Adult Reference desk including delivery and installation. The desk is to be delivered and installed at the Nashua Public Library at 2 Court St., Nashua, NH during regular business hours.

INSTRUCTIONS TO BIDDERS:

Proposals must be submitted **with one (1) original and one (1) copy** no later than **3:00 pm on Tuesday, November 20th, 2012** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope plainly marked **"Library Reference Desk Replacement"**. Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

This document is also available on our website, www.nashuanh.gov under Citizen's Favorites, Current Bid Opportunities, document **RFP0604-112012**. The names of those vendors submitting a proposal will be posted on the City's web site, under Bid Results, within 24 hours of opening the proposals.

A **mandatory site visit/pre-bid conference** will be held at **1:00 pm on Friday, November 9th, 2012** at the **Nashua Public Library lobby, 2 Court Street**. This will provide an opportunity to see the existing furnishings and the proposed location for the new service desk. **You or your representatives are required to attend this meeting if you intend to submit a proposal.**

All inquiries concerning this request shall be made in writing via email to:

Jennifer Hinderer, Library Director
Nashua Public Library
2 Court Street
Nashua, NH 03060
e-mail Jennifer.Hinderer@nashualibrary.org

*All questions pertaining to this project shall be submitted by **2:00 p.m. on Tuesday, November 13th, 2012**. Answers to questions and/or clarification will be posted on the City's website, by Addendum to contractors, by **2:00 p.m. on Thursday, November 15th, 2012**.

The project timeline is as follows:

	Date	Time/Location
Mandatory Pre-Bid Meeting	Friday, November 9th, 2012	1:00 pm Library lobby, 2 Court St
Deadline for Questions*	Tuesday, November 13th, 2012	2:00 p.m.
Answers/clarifications posted	Thursday, November 15th, 2012	2:00 p.m.
Proposal submittal date	Tuesday, November 20th, 2012	3:00 pm Central Purchasing
Contract award	TBD	TBD

Project Description:

The library's current reference service desk is a bi-level desk located in the center of the reference department that was constructed using a repurposed card catalog and countertop from another project. The library intends to relocate the reference service area and install a larger more functional desk that meets all ADA requirements and offers opportunities for expanded one-on-one work with patrons as well as improved working conditions for our reference staff.

A modular service desk is desired so that the configuration of the service desk can be changed in the future in response to changing customer needs. Prior to fabrication of the desk the vendor must submit and receive approval of drawings or illustrations which include details regarding the materials used and precise dimensions. The desk shall be constructed of high quality solids and/or veneers stained medium oak to match the existing circulation desk and other library furniture. All exposed surfaces should be matched for color and grain. The vendor will supply samples of the woods and stain to be used in making the desks. The desks should have a laminate top on the work surface and all working edges shall be banded with solid hardwood edge.

Delivery and installation should be scheduled with the Library Director, Jennifer Hinderer. Library staff will remove the existing desk. Power for the new desk will be from a wiring pole to be installed by the library's electrician.

See the attached diagram (**document: RFP0604-112012 Reference Desk Diagram**) for a general layout of the desk; specifications for the seven (7) modules are as follows:

Modules 1 and 7: These modules are transaction stations for seated Reference staff to work with seated patrons and should be approximately 36 inches wide and 36 inches deep. The height of these modules should be in compliance with all ADA regulations and these modules should include knee space on both the staff and patron side. Openings underneath are required to accommodate wiring from adjacent modules.

Modules 2 and 6: Closed, curved corner units approximately 30 inches wide. Openings underneath are required to accommodate wiring from adjacent modules.

Modules 3 and 5: These modules are work station units for library staff, these modules should be approximately 36 inches wide and 30 inches deep. They should include knee space, shelves under the desk to hold a computer and be equipped with a "flying" keyboard shelf that is adjustable. These modules require an opening in the work surface for wiring management and openings underneath are required to accommodate wiring from adjacent modules. The height of the workstations should be in compliance with all ADA regulations.

Module 4: is a 24 inch wide book case unit, with 3 12-inch shelves on both sides. Openings underneath are required to accommodate wiring from adjacent modules

Proposals should include the following:

1. Letter of introduction
2. Drawings of proposed desk including all dimensions
3. Description of materials to be used accompanied by wood samples
4. Cost proposal
5. Timeline for delivery and installation of desk
6. List of at least 3 other libraries (including contact information) in which your firm has installed similar furnishings including photographs of such.

The Library will review all responses and evaluate the proposals based on the selection criteria described below.

- Quality and durability of materials proposed
- Examples of similar furnishings installed in other libraries
- Project cost

The successful bidder will be required to submit certificates of insurance within ten days of contract award for the following coverage:

General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability: \$1,000,000 combined single limit
Workers' Compensation: Employers' Liability according to NH State Statutes:
\$100,000 / \$500,000 / \$1,000,000

City of Nashua must be named as an additional insured on all liability certificates.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
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